



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 1601.2K

N1 12 OCT 1997

FASOTRAGRUPAC INSTRUCTION 1601.2K

Subj WATCH ORGANIZATION, WATCHSTANDING REGULATIONS AND COMMAND LOG

Ref (a) FASOTRAGRUPACINST 2305.1 (Series)
(b) FASOTRAGRUPACINST 1770.1 (Series)
(c) FASOTRAGRUPACINST 1050.5 (Series)
(d) JAGMAN
(e) OPNAVINST 5510.1 (Series)
(f) SECNAVINST 5212.5, Chapter 5 (Series)
(g) FASOTRAGRUPACINST 1336.1 (Series)

Encl (1) Watch Organization Chart
(2) Command Log Event List
(3) Standard Log Book Entries

1. Purpose. To provide watchstanding guidance at FASOTRAGRUPAC Headquarters, Remote Training Site Warner Springs, and to ensure all personnel within the watch organization understand their duties, responsibilities, authority, and organizational relationships. All personnel shall be thoroughly familiar with this instruction and related directives.

2. Cancellation. FASOTRAGRUPACINST 1601.2J. Changes in this instruction are extensive and require a complete review. Revisions, deletions, and additions have not been specifically identified.

3. Discussion. Personnel assigned to watchstanding duties are entrusted with the administration and security of the command, command resources, and the safety of command personnel. Watchstanders must be thoroughly familiar with the watch organization, their own specific duties, and be constantly alert and resourceful in the performance of their duties. All watchstanders shall report not later than 30 minutes prior to assigned watch.

OODs 24 hours) 0600 0600

Duty Driver (48/72 hours) 0800 - 0800
Mon - Thu 48 hours
Fri - Sat 72 hours

All watches are assigned on a rotational basis. All personnel assigned to duty shall be considered in a duty status for the entire period assigned. The watch organization is outlined in enclosure (1).

4 FASOTRAGRUPAC Watch Organization

Senior Watch Officer (SWO)

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(1) Basic Function. The SWO (an E-8), under the direction of the XO, is responsible for the administration of the watch organization, and for assignment, general supervision and training of the Officer of the Day (OOD), the Enlisted Watchbill Coordinator (EWBC), and the Duty Driver (DD).

(2) Duties and Responsibilities

(a) Ensure appropriate records of all watch assignments watchstander qualifications, and performance are maintained.

(b) Responsible for the training programs for the OOD and the DD

(c) Assign the OOD watches, including scheduling of indoctrination watches and ensuring equitable assignments according to qualifications. Submit the watch bill two weeks prior to the end of the month.

(d) Review the Command Log weekly

(e) Ensure publications, directives, and reference materials required for standing watches are current and readily available.

(f) Function as the Command Incident Reporting Officer

(g) Conduct and document monthly training for OODs on Violent Crime Reporting, OPREP, and SITREP.

(h) Provide the Base OOD with the FASO OOD pager number

(3) In the absence of the SWO, the senior person below the SWO will assume the duties of SWO.

b Enlisted Watchbill Coordinator (EWBC)

(1) Basic Function. The EWBC (an E-6), under the direction of the SWO, is responsible for the supervision, administration, training, and assignment of the Duty Driver (DD).

(2) Duties and Responsibilities

(a) Ensure all information in the OOD briefcase is current and per command and Navy directives.

(b) Prepare the OOD/DD watchbill to include the equitable scheduling of normal and indoctrination watch assignments. Submit the watch bill two weeks prior to the end of the month.

(c) Conduct and document OOD/DD training program to ensure OOD/DD watchstanders are properly qualified.

(d) Maintain records of watch assignments watchstanders qualifications, and individual performance.

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- (e) Ensure updated watchbills are in the duty office.
- (f) Ensure watches required by higher authority outside the command (i.e. shore patrol) are assigned to qualified personnel and those watches are posted.
- (g) Ensure exchanges of duty, leave requests and other special requests receive equitable consideration and are properly routed.
- (h) Review the passdown log weekly and take appropriate action to correct any discrepancies.
- (I) Review the Command Key Inventory weekly and report any discrepancies in Command Key Inventory to the Command Key Control Officer immediately.
- (j) Ensure an adequate supply of bridge tickets are available

Admin Officer

(1) Duties and Responsibilities

- (a) At 0700 call forward the Quarterdeck phone to the Admin office
- (b) Retrieve leave messages from the answering machine and annotate leave chits. Provide the OOD with the list of leave calls for Log Book entry.
- (c) At COB remove call forwarding from the Quarterdeck phone

Watches

Officer of the Day (OOD): (E-6_s and E-7_s)

(1) Basic Function. The OOD is the direct representative of the Commanding Officer (CO) and responsible to the CO for the safety and proper administration of the command. All personnel except the CO, XO and SWO are subordinate to orders issued by the OOD in the performance of his/her duties

(2) Duties and Responsibilities The OOD (0600 0600) shall

- (a) Maintain the Command Log and brief the oncoming OOD concerning the events of the day. On weekends and holidays, the OOD shall notify appropriate personnel of any messages which in their judgment require immediate action and ensure no classified information is passed over the telephone. On weekdays, the oncoming OOD shall present the Command Log to the XO for review at 0800, debrief him on pertinent events, and receive orders of the day.

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(b) The OOD is responsible for unlocking Building 646 at 0530 and locking up at 1730 on workdays. If someone works late, lock all doors and windows except for main door and delegate lockup responsibility to person staying late. Annotate the responsible person who will lockup in the Command Log. All other building are controlled by their respective department.

(c) After assuming the watch and debriefing the XO, the OOD will return to his/her normal work station until secured from daily work and then return to Building 646 for lockup at 1730. The OOD may secure to his/her residence and is on recall via phone or pager. The OOD shall ensure the base OOD has the FASO OOD recall number.

(d) Ensure the XO, SWO and cognizant Department Heads are kept informed of any circumstances which might require action on their part or a change in routine.

(e) Be thoroughly familiar with Navy Regulations, UCMJ, Watch Officer's Guide, SOPA regulations, and host station and command directives which apply to watchstanding, particularly those applicable to emergency action procedures and OPREP-3/UNIT SITREP reporting.

(f) The OOD will personally check with the XO each Friday for information on significant events or incoming messages expected over the weekend which may require special handling.

(g) Carry out the command routine as published in the Plan of the Week, keeping the XO advised of any changes.

(h) Be cognizant of all matters which might affect safety, security, and administration of the command, and be prepared to take prompt, appropriate action as dictated by such circumstances.

b Duty Driver (DD): (E-5 and below)

(1) Basic Function. The DD is responsible for the on/off station runs required by the OOD and higher authority. The DD must possess a valid civilian driver's license. DD watches are:

48 hour watch from 0800 - 0800 Mon - Thu
72 hour watch from 0800 - 0800 Fri - Sun

(2) Duties and Responsibilities The DD shall

(a) muster in person with the OOD at 0800 on weekdays. If the DD does not have a telephone at his/her residence, the DD must stay in the barracks. (A beeper number is not a sufficient recall.)

(b) after assuming the watch, return to normal work station until summoned by the OOD, or secured from daily work at 1600. Ensure official recall is current, the beeper is only a backup to having an official recall

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(c) carry out all orders and instructions issued by the CO, XO SWO EWBC, and/or OOD.

(d) Uniform shall be uniform of the day unless otherwise specified

(e) Monday through Friday, ensure the duty vehicle gas tank is at least half filled, fluid levels have been checked, and the vehicle is in proper working order.

(f) coordinate with N12 for daytime use of the duty vehicle and the CO's secretary for use of the sedan.

Senior Section Leader (SSL)

(1) Basic function. The SSL, under the direction of the SWO, is responsible for the supervision, administration, and assignment of the Duty Petty Officer (DPO) watch sections.

(2) In addition to the SWPO responsibilities directly applicable to Warner Springs, the SSL is responsible for:

(a) submitting watch section order requests to the Orders Chief Petty Officer.

(b) preparing and maintaining Standard Operating Procedures for the Warner Springs duty section.

d. Duty Section Leader (DSL). Basic function. The DSL, under the direction of the SSL, is responsible for the daily administration of the Warner Springs duty section. The DSL will normally be the senior petty officer of the section.

e Duty Petty Officer (DPO)

(1) Basic Function. The DPO is responsible to the FASOTRAGRUPAC OOD for the proper performance of duties. The DPO must be familiar with Remote Training Site Warner Springs SOP and proper telephone procedures.

(2) Duties and responsibilities The DPO is responsible for

(a) the physical security of the RSL and maintaining a security log

(b) calling the OOD pager at 0800 and 2000, when an emergency arises, or to report the status of the Remote Training Site (Conditions Normal, or any specifics). Use the numbers "411" as the code for OPS normal and "911" for any problems.

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General Watchstanding Regulations

- a. The General Orders of a Sentry apply
- b. The Commanding Officer has designated the area adjacent to the main entrance of Building 646 as the Quarterdeck. It will be kept clean and shipshape. Personnel not on watch nor on official business should keep clear of the Quarterdeck. The dignity and appearance of the Quarterdeck are symbols of the professional attitude of the Command and its personnel. The OOD should be zealous in upholding this dignity and appearance together with the highest standards of smartness on the part of duty personnel.
- c. Departments shall submit a list of anticipated TAD/Leave dates for personnel to the SWO and EWBC prior to the 15th of each month to aid in the preparation of the next monthly watch bill. Failure to notify the SWO/EWBC of known TAD/leave requirements will result in the cognizant department being responsible for supplying a qualified replacement. TAD/Emergency Leave requirements which arise after the watch bill is published will be covered by supernumeraries.
- d. All watch bills will be approved by the Executive Officer and published in the Command POW.
- e. Musters. All assigned watchstanders will muster in the prescribed watch uniform 30 minutes prior to assuming their watch to ensure a proper turnover.
- f. OODs and Duty Drivers shall conduct passdown and turnover of their respective watches.
- g. Message Traffic. When informed by the Telecommunications Center of priority or immediate action messages, the OOD shall inquire into the subject of the message. (FASOTRAGRUPAC is an action addressee on Secret FOSICPAC messages issued daily which requires no OOD action other than a Command Log entry.) When the Telecommunications Center requests a message download, inform them it will take place 0700 the next working day. If urgency requires, OOD should request they download our message traffic to diskette(s) for pickup the next working day.
- h. Injuries or Deaths. The OOD must be immediately informed of all injuries or deaths and ensure the proper entry is made in the Command Log. The OOD shall inform the XO, CO and CMC immediately in all cases of injury or death. The Casualty Assistance Calls Coordinator shall be notified (reference (b) pertains).
- i. Special Incident Reporting. The Command is required to make timely message and telephone reports of any special incident which may be of military, political, or media interest. The OOD shall execute these requirements as outlined in the duty office OPREP-3/UNIT SITREP folder.
- j. Legal Matters. The OOD may be contacted by civil authorities for the serving of subpoenas, arrest or release from custody of command personnel, or similar situations. ~~Guidance is provided in the watch guidelines folder.~~ The Legal Officer should be contacted for further guidance as soon as possible.
- k. Leave/Extension of Leave. The OOD shall log the rank, name, SSN, date, and time of personnel departing or returning from leave in the Command Log and on the leave form. Except for verified emergencies, all requests for

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extension of leave must be approved by the cognizant Department Head. After normal working hours, the OOD shall contact the Department Head concerned or the Training Officer (for students) for approval. Reference (c) provides further guidance.

1. Duty Vehicle. Duty vehicles are for official use only (on base student pick-up, security checks, or as directed by the OOD) by properly licensed (valid state drivers license) command personnel. The duty driver is also authorized to transport FASO staff personnel to/from the airport when executing TAD orders. All trips will be made as expeditiously as possible consistent with safety and station/civil regulations. The vehicle keys shall remain in the duty office when the vehicle is not in use. Smoking in government vehicles is strictly prohibited. Seat belts shall be worn at all times.

m. Telephone Use. DO NOT DISCUSS CLASSIFIED MATTERS OVER THE PHONE. The Privacy Act prohibits personal telephone numbers or addresses from being given out unless the individual concerned has provided his/her written consent. Distribution of this information to unauthorized personnel is an invasion of privacy. If an urgent need arises, duty personnel shall relay a message to the individual concerned; otherwise, ask the caller to return the call during normal working hours. All messages shall be properly and courteously taken and delivered to the individual concerned. No personal calls are permitted from command telephones. All outgoing calls shall be recorded in the Toll Call log and forwarded to Admin.

n. Duty Keys. The Administrative Officer shall maintain positive control of the duty keys and log each check out or return of keys. Only FASOTRAGRUPAC personnel who are designated in writing are authorized to check out keys for their respective departments.

o. Command Log. The Command Log is a complete, legal record of all significant events which occur at this Command. The OOD shall be the only persons authorized to make entries in the Command Log. Every circumstance and occurrence of interest or importance concerning the Command, its ability to function normally, its personnel (military or civilian), its safety, or any events which may be of historical significance shall be entered. Types of events which should be recorded in the Command Log are detailed in enclosure (2). All entries in the Command Log will be neatly printed in ALL CAPITAL LETTERS and made with a black ball point pen. Samples of log book entries are given in enclosure (3).

(1) Signature. Each OOD shall sign the Command Log using a full signature upon assuming the watch and upon relief from watch.

(2) Closing Out the Log. The log book shall be closed out each 24 hour period and a new page started at 0001. If lines remain blank at the end of the day, close out the day by drawing a ruled diagonal line from the left edge of the page, beneath the last line of text, and extending to the lower right corner. The watchstander will print the words "NO FURTHER ENTRIES" centered above the line, and immediately below shall place his/her initials. See enclosure (3).

(3) Corrections. No erasures shall be made in the Command Log. When a correction is necessary, a single ruled line shall be drawn through the incorrect entry, so that the incorrect entry remains legible. The correct entry will then be printed immediately following the incorrect entry. Corrections, additions, or changes will be made only by persons authorized to sign the record of a specific watch and shall be initialed in the left margin opposite the erroneous entry.

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(4) Use of Abbreviations. Abbreviations shall be limited to those commonly recognized and accepted throughout the Navy.

q. Classification of the Command Log. The log shall be "UNCLASSIFIED". Information in the log is "FOR OFFICIAL USE ONLY" and shall be handled and protected accordingly. Regulations governing the release of such information are contained in references (d) and (e). Unauthorized persons (persons who have no need-to know) shall be denied access to the log. Every effort shall be made to avoid the entry of classified information in the log. If in doubt the OOD or Security Manager should be consulted prior to making entries.

r. Official Log Review. The SWO shall review weekly to ensure accuracy and neatness; the Executive Officer shall review and initial the Command Log at the OOD turnover debrief on weekdays and following OOD turnover on Monday morning. NOTE: NO CHANGE SHALL BE MADE TO THE LOG AFTER IT HAS BEEN REVIEWED AND INITIALED BY THE EXECUTIVE OFFICER WITHOUT THE PERMISSION OR DIRECTION OF THE COMMANDING OFFICER.

s. Disposal of Command Log. A completed Command Log shall be retained for a period of two years in compliance with reference (f). When the log book is completed it shall be turned over to the Administrative Office Supervisor for retention and ultimate disposal. (New log books will be provided by Admin. as required.)

t. Smoking. The only designated smoking area for Building 646 is the south side of the building, 50 feet or more away from the flammable storage locker.

8. Recall. All watchstanders are subject to recall at any time during their duty day, and shall be reachable by telephone during the entire duty day

9. Exchange of Duty. All exchange of duty requests must be submitted via special request chit per enclosure (1) of reference (g). Requests for OOD exchanges must be approved by the SWO, or in his/her absence, the Executive Officer. All exchange of duty requests must be submitted at least five working days prior to the assigned watch. The EWBC shall be notified immediately via the OOD of any short notice watchbill changes.

10. Indoctrination/Qualification Watches. The SWO and EWBC are responsible for ensuring that watchstanders have been properly indoctrinated and are fully qualified prior to standing their first scheduled watch.

11. Special Considerations. The following special considerations will be recognized in connection with watchstanding duties and responsibilities.

a. Athletic Programs. Members of officially recognized Navy athletic programs are not excused from watchstanding duties. However, the watch bill may be adjusted to accommodate participation in athletic programs on the part of the individual. Such individuals must submit memorandum requests to the SWO/EWBC for approval. Requests to participate in athletic events on a duty day must be submitted at least five working days in advance.

b. Special Liberty. Personnel in a duty status will be granted special liberty by the Executive Officer or the OOD only in cases of emergency.

c. Off Duty Education. Personnel enrolled in classes should submit a memorandum through their division officer to the SWO/EWBC including information on class dates and times. It is the requesters responsibility to include a copy of their approved special request chit authorizing his/her

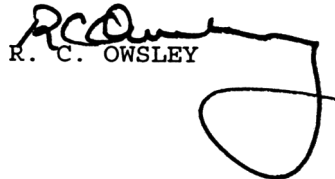
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attendance. It is the responsibility of each person involved in activities outside normal duties which may interfere with watch requirements to keep SWO/EWBC informed via memorandum of all changes to their schedule. The SWO/EWBC will honor requests to the maximum extent possible.

13 The following personnel are exempt from the watch bill

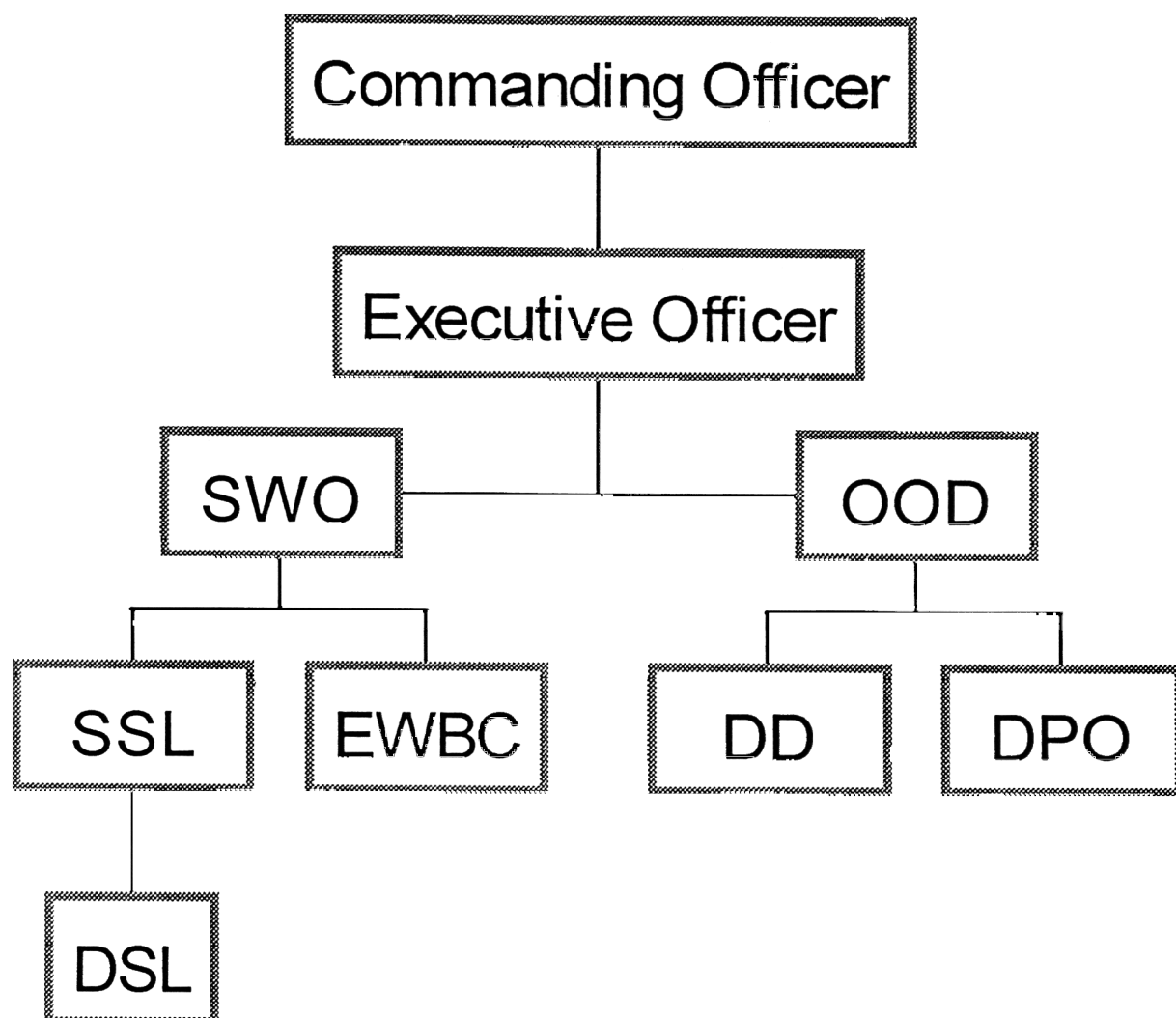
- a. All officers
- b. All Department Heads
- c. Senior Watch Officer
- d. E-9s, and E-8s
- e. Enlisted Watchbill Coordinator
- f. Personnel TAD to other commands
- g. Active Oneonta tutors will be exempt only on those days they are scheduled to tutor.

*(SERE watch standers are exempt from HQ's watch bill.)


R. C. OWSLEY

Distribution:
FASOTRAGRUPACINST 5216.2V
Lists A and B

WATCH ORGANIZATION



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EXAMPLES OF EVENTS
WHICH MUST BE RECORDED IN THE LOG

NOTE

All material condition discrepancies information which requires action but does not warrant a Command Log Book entry will be logged in the pass down log located in the Duty Office.

All changes of the watch or changes to the watch assigned

2. The alerting or activation of emergency bills or procedures including the reason and authority therefore and any conditions of readiness when set.

3. Any searches or seizures of public or private property conducted official watch capacity.

4 Information regarding anything that affects

Command appearance or physical security

b. Command safety, including any fire or safety hazards reported or observed

c Any special night watches, evolutions or working parties

d. The improper functioning or interruption of normal service of public utilities; lights, water, electricity, telephone.

e. The personnel assigned to the Command; this to include report and circumstances surrounding accidents, injuries, serious illness, hospitalization, death of a member or death in the immediate family of assigned personnel; emergency leave; regular leave (checkouts/ins); unauthorized absentees; musters of restricted personnel; the apprehension, arrest or confinement of personnel; the receipt or transfer of personnel and permanent change of station orders; the loss of personal effects; any unusual conduct, behavior or disposition of personnel observed or detected, i.e., suspected alcohol or drug abuse; all courts-martial and Captain's Mast and their results.

f. Any personnel on board as students, visitors or repairmen who create a disturbance, sustain an injury or suffer an accident or serious injury while on board.

5. The loss or damage to government property any kind including circumstances of the event.

6. All warnings concerning forecasts of high winds, hazardous weather or other natural phenomena of a hazardous nature likely to affect the command

The presence on board of any flag officer or visiting VIP

Enclosure

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Any damage to or malfunction of command vehicles

9. All fire and safety checks and patrols, including a security violations detected

10. The names of any personnel challenged in the Command's area or jurisdiction without official reason to be on board.

11 All honors and ceremonies

12 Daily arrival and departure of the Commanding Officer

13 Any event of interest or consequence to the Command

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STANDARD LOG BOOK ENTRIES

Heading FLEET AVIATION SPECIALIZED OPERATIONAL TRAINING
GROUP, PACIFIC FLEET STATIONED ABOARD U.S. NAVAL AIR STATION,
NORTH ISLAND, CA, CAPTAIN R. C. OWSLEY, USN, COMMANDING
OFFICER

Date

Changing the Watch

Officer of the Day

PROPERLY RELIEVED BY AZC J T MC COY

//signature
PAUL WHITE
AWC USN

Time I HAVE REVIEWED ALL STANDING INSTRUCTIONS, AND I
ASSUME THE DUTIES OF FASOTRAGRUPAC OOD.

//signature
JOHN T. MCCOY
AZC USN

Duty Driver

Time PROPERLY RELIEVED BY SN MICHAEL WILLIAMS

//signature
BILL E. SAILORS
SN USN

ASSUME THE DUTY OF THE DUTY DRIVER

//signature
MICHAEL WILLIAMS
IC3 USN

Reporting abc

PURSUANT TO ORDERS 12345, PN2 P. S. JONES USN
123-45-6789 REPORTED ABOARD FOR DUTY

TAD/Detaching

PURSUANT TO ORDERS 12345, LCDR T. B. WALTERS,
USN, 456-78-1234 WAS DETACHED TO REPORT TO VS-39
FOR DUTY (OR) TEMPORARY ASSIGNMENT.

Personnelusters

MUSTERED THE DUTY WATCHSTANDERS, NO ABSENTEES

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Time MUSTERED THE COMMAND ON STATION, TULANE, DAVID L
333-33-3333, AA, USN, ABSENT WITHOUT LEAVE.

Return of Personnel

GISH, WALTER T., 123-45-6789, ET3, USN, RETURNED ON
BOARD (DELIVERED BY SHORE PATROL) HAVING BEEN UA SINCE
0730 THIS DATE (OR) 1630, 5 JUN 85.

Deaths

SEA, WILLIAM P., 123-45-6789, AWC, USN, DIED ON
BOARD AS A RESULT OF _____

Discharges, Reenlistments, etc

'ime: BLACK, SAMUEL R., 987-65-4321, AMS1, USN, REENLISTED FOR
A PERIOD OF FOUR YEARS (EXTENDED HIS ENLISTMENT FOR A
PERIOD OF TWO YEARS).

Mast Reports

THE COMMANDING OFFICER HELD MAST AND IMPOSED NONJUDICIAL
PUNISHMENT AS FOLLOWS: SN, USN, OFFENSE: DISOBEDIENCE
OF AN ORDER AND SHIRKING DUTY ON 23 MAY 85. PUNISHMENT:
EXTRA DUTY OF TWO HOURS A DAY FOR TEN DAYS COMMENCING
26 MAY 85.

Late Entries

LATE ENTRY. AW1 JAMES D. BROWN, USN 123-45-678 CHECKED
OUT ON LEAVE (IN OFF LEAVE).

Enclosu